

# Whitehouse

February 16, 2023

## WHITEHOUSE COUNCIL AGENDA February 21, 2023 6:30 P.M.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may do so by phone at 1-567-318-0438. You will then be prompted to press the following Meeting ID 635995669#. You may also access the meeting online by going to the Village website at [www.whitehouseoh.gov](http://www.whitehouseoh.gov) and clicking on the link from the home page, please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, February 21, 2023, at 6:30 PM.

Welcome and thank you for attending the Whitehouse Village Council meeting. The purpose of the Village Council meeting is to conduct the official business of the Village of Whitehouse and to hear citizen's comments pertaining to items that appear on the agenda and comments for future consideration. We welcome and encourage your participation. If you wish to make a comment, please wait to be recognized then state your name and address for the record. Please make your comments as concise as possible to allow time for others who wish to make comments. The Mayor presides over the Council meeting and has the authority to take the actions necessary to maintain order and proper decorum among those present. Thank you for your cooperation.

- I. Call to Order
- II. Roll Call
- III. Prayer: Pastor Carol Williams-Young, Zion United Methodist Church
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the February 7, 2023 Council Meeting
- VI. Adoption of Bills Dated February 16, 2023, the Addendum Bills Dated February 21, 2023 and the December 2022 Financial Statements
- VII. Introduction of Persons to Appear Before Council
  - A. Request from Kevin Wietrzykowski to Offer Pickleball Training
- VIII. Committee Reports
  - A. Report on the February 14, 2023 Committee of the Whole Meeting
    1. Take Action on Request for Legislation to Place Income Tax Increase on the Ballot
- IX. Report of the Mayor
- X. Report of the Clerk of Council

**6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571**  
**Phone 419-877-5383 . Fax 419-877-5635**  
**[whitehouseoh.gov](http://whitehouseoh.gov)**

- XI. Report of the Village Administrator
  - A. Request Authorization for Legislation Amending the Contract with Waterville Township Dealing with the Establishment of a Joint Economic Development District (as an emergency)
  - B. Request Authorization for Legislation Approving the Transfer of Funds (as an emergency)
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
  - A. **Ordinance 1-2023:** Authorizing the Mayor and Administrator to Enter Into an Amendment of the Contract with Waterville Township, Lucas County, Ohio, Dealing With the Establishment of a Joint Economic Development District (as an emergency)
  - B. **Ordinance 2-2023:** Accepting the Application for Annexation of Certain Property to the Village of Whitehouse, Lucas County, Ohio, as Petitioned in Annexation Petition No. 2022-2 by Rogers Holding LLC, a Michigan Liability Company and the Lucas County Commissioners (as an emergency)
- XVI. Resolutions
  - A. **Resolution 3-2023:** Authorizing the Finance Director of the Village of Whitehouse, Lucas County, Ohio, To Transfer Certain Funds for Village Accounting Purposes (as an emergency)
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

# COUNCIL BILLS

2/16/2023

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
American Public Works Association	Parks	\$25.00	\$25.00	Educational Event
Bound Tree	Fire	\$714.65	\$714.65	EMS Supplies
Cargill	Streets	\$16,031.25	\$16,031.25	Road Salt
Carrot-Top Industries	Parks	\$434.31	\$434.31	Flags
Charter Communications	Police	\$140.15		Internet
Charter Communications	Fire	\$131.96		Internet
Charter Communications	Parks	\$106.98		Internet
Charter Communications	Maintenance	\$197.05		Internet
Charter Communications	Life Squad	\$131.95		Internet
Charter Communications	Water	\$98.53		Internet
Charter Communications	Sewer	\$98.52	\$905.14	Internet
Dallas Paul	Econ Development	\$1,250.00	\$1,250.00	Economic Development
Department of Public Utilities	Water	\$59,835.13	\$59,835.13	Water Usage
Jacob Barnes	Zoning	\$1,650.00	\$1,650.00	Zoning Inspection
Link Computer Corporation	Water	\$388.16		Utility Billing Software
Link Computer Corporation	Sewer	\$388.16		Utility Billing Software
Look At Me	Police	\$48.00	\$776.32	Shirts
Lucas County 911 RCOG	Fire	\$250.00	\$48.00	Licenses
Lyden Oil Company	Police	\$261.00	\$250.00	Oil
Lyden Oil Company	Maintenance	\$75.97		Oil
Lyden Oil Company	Parks	\$75.98		Oil
Lyden Oil Company	Sewer	\$240.50		Oil
Lyden Oil Company	Water	\$151.95	\$805.40	Oil
Marlin Capital Solutions	Fire	\$705.39	\$705.39	Toughbooks Payment
MASI	Water	\$83.35	\$83.35	Water Sample Analysis
Menards	Streets	\$133.92	\$133.92	Supplies
Newfax Corporation	Police	\$969.00	\$969.00	Plexi-glass
Ohio Gas Company	Sewer	\$47.57	\$47.57	Natural Gas Charges
PNC	Administration	\$73.76		Fuel
PNC	Administration	\$37.55		Supplies
PNC	Administration	\$71.91		Fuel
PNC	Administration	\$120.00		Registration

VENDOR		DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
PNC	Lowes	Capital Project	\$733.91		Materials-Shelterhouse Renovation
PNC	Sams Club	Administration	\$298.86		Supplies
PNC	Kroger	Administration	\$70.94		Fuel
PNC	Adobe	Administration	\$59.25		Software
PNC	Marathon	Administration	\$68.81		Fuel
PNC	Marathon	Administration	\$74.73		Fuel
PNC	Marathon	Administration	\$62.92		Fuel
PNC	Amazon	Administration	\$33.88		Supplies
PNC	Marathon	Administration	\$65.42		Fuel
PNC	USPS	Police	\$18.55		Postage
PNC	Amazon	Police	\$69.80		Supplies
PNC	Airsoft Atlanta	Police	\$260.67		Equipment
PNC	Amazon	Police	\$27.00		Supplies
PNC	Midway USA	Police	\$149.66		Supplies
PNC	OACP	Police	\$726.77		Training
PNC	GoToMeeting	Administration	\$10.78		Software Subscription
PNC	SSCOR, Inc	Fire	\$1,996.00		Equipment
PNC	Menards	Fire	\$171.25		Parts
PNC	Appliance Center	Fire	\$423.00		Dishwasher
PNC	Cisco Webex	Administration	\$42.99		Virtual Meetings
PNC	Amazon	Fire	\$28.65		Supplies
PNC	Amazon	Fire	\$293.63		Supplies
PNC	Amazon	Fire	\$16.99		Supplies
PNC	Amazon	Fire	(\$95.72)		Returned Items
PNC	Kissflow	Administration	\$165.00		Software Subscription
PNC	Mailchimp	Administration	\$34.00		Software Subscription
PNC	Survey Monkey	Fire	\$504.27		Annual Software Subscription
PNC	Sams Club	Fire	\$142.66		Supplies
PNC	Grasshopper	Administration	\$43.85		Senior Call Number
PNC	Office Max/Depot	Fire	\$74.94		Supplies
PNC	Dollar General	Fire	\$33.40		Supplies
PNC	Adobe	Life Squad	\$14.00		Software Subscription
PNC	Dog Waste Depot	Parks	\$219.47		Bags
PNC	OSU	Parks	\$75.00		Training
PNC	Amazon	Streets	\$65.99		Supplies
Postmaster		Fire	\$114.00		PO Box Fee
				<b>\$7,284.54</b>	
				<b>\$114.00</b>	

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Steve Rogers Ford	Police	\$582.86	\$582.86	Vehicle Repair
Toledo Edison	Streets	\$76.86	\$76.86	Electric Charges
Traffic Stop Uniform Supply	Police	\$21.50	\$21.50	Uniform
USABlueBook	Water	\$125.74	\$125.74	Supplies
		\$92,869.93	\$92,869.93	

## **ORDINANCE NO. 1-2023**

### **AN ORDINANCE AUTHORIZING THE MAYOR AND ADMINISTRATOR TO ENTER INTO AN AMENDMENT OF THE CONTRACT WITH WATERVILLE TOWNSHIP, LUCAS COUNTY, OHIO, DEALING WITH THE ESTABLISHMENT OF A JOINT ECONOMIC DEVELOPMENT DISTRICT, AND DECLARING AN EMERGENCY.**

WHEREAS, pursuant to Ohio Revised Code ("O.R.C.") 715.72 et seq., the Village of Whitehouse (this "Village") and Waterville Township (the "Township") executed an original Joint Economic Development District Contract on or about November 2, 2010 (the "JEDD Contract"), creating the Waterville Township/Village of Whitehouse Joint Economic Development District I; and

WHEREAS, the JEDD Contract provides at Section O, General Provision, (67), that the contracting parties reserve the right to amend any provision of the Contract; and

WHEREAS, this JEDD Contract also provided at Section O, General Provisions, (65), any amendment must be in writing and authorized by the legislative authorities of both parties and signed by both parties; and

WHEREAS, the parties desire to amend the JEDD Contract pursuant to its terms as set forth herein.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

**SECTION I:** That the Mayor and Administrator of the Village of Whitehouse, Lucas County, Ohio are hereby authorized and directed to enter into an amendment to the JEDD Contract as set forth in the following Section of this Ordinance.

**Section II:** Section K, Income Tax, (53), shall and hereby is amended to provide as follows:

53. Net Tax Revenue from the District shall be distributed quarterly, as follows:

A. To the Village: 30%

B. To Waterville Township: 70%

**SECTION III:** That the Mayor and Administrator of the Village of Whitehouse, Lucas County, Ohio are hereby further authorized and directed to take any further actions and to execute and deliver further agreements, certificates or documents that are necessary, reasonable or appropriate to carry out the purposes of this Amendment.

**SECTION III:** It is hereby found and determined that all formal actions of this Council, including any of its committees, concerning and relating to the adoption of this Ordinance were adopted in an open meeting and the deliberations of this Council and any of its committees that resulted in such formal actions as contained herein were and are in compliance with all legal requirements as set forth by Village Charter and O.R.C. 121.22.

**SECTION IV:** This Ordinance is hereby declared to be an Emergency Measure necessary for the immediate preservation of the public peace, health and safety of said Village and its inhabitants and for the further reason that this Ordinance is necessary to provide completion of the Amendment to spur economic development in the JEDD area.

WHEREFORE, this Ordinance shall take effect and be in full force immediately upon its passage and approval.

VOTE ON EMERGENCY MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

FINAL VOTE ON THE MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

EFFECTIVE DATE OF THIS ORDINANCE: \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Duly Appointed Clerk of Council

\_\_\_\_\_  
Kevin A. Heban, Solicitor



**ORDINANCE NO. 2-2023**

**AN ORDINANCE ACCEPTING THE APPLICATION FOR ANNEXATION OF CERTAIN PROPERTY TO THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, AS PETITIONED IN ANNEXATION PETITION NO. 2022-2 BY ROGERS HOLDING LLC, A MICHIGAN LIMITED LIABILITY COMPANY AND THE LUCAS COUNTY COMMISSIONERS, AND DECLARING AN EMERGENCY.**

WHEREAS, all actions as to Annexation No. 2022-2 of certain property by the Village of Whitehouse have been validated and approved by the Commissioners of Lucas County, Ohio on November 20, 2022; and

WHEREAS, this Council is desirous of completing the ratification of said annexation;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

**SECTION I:** That the application of Petitioner, Rogers Holding LLC, a Michigan Limited Liability Company and the Lucas County Commissioners, for the annexation of the following described territory in the County of Lucas, Township of Waterville, and contiguous to the Village of Whitehouse, Lucas County, Ohio, IS HEREBY ACCEPTED, said territory being particularly described as:

Exhibits A attached hereto and  
incorporated by reference herein.

An accurate map of said territory, together with the petition for its annexation and other papers relative thereto, and a certified transcript of the notices, actions and proceedings of the County Commissioners in relation thereto are on file with the Clerk of said Village.

**SECTION II:** The acceptance of said territory for annexation is in accordance with the provisions of ORC §709.04.

**SECTION III:** It is hereby found and determined that all formal actions of this Council including any of its committees concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its

**SECTION IV:** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of said Village and its inhabitants and for the further reason that annexation of said territory provides for the controlled orderly growth and development of the Village.

**VOTE ON EMERGENCY MEASURE:** Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**Third Reading:** \_\_\_\_\_

EFFECTIVE DATE OF THIS ORDINANCE: \_\_\_\_\_, 2023.

Mayor

**ATTEST:**

Duly Appointed Clerk of Council

Kevin A. Heban, Solicitor

**CERTIFICATE**

I, Susan M. Miller, duly appointed Clerk of the Council of the Village of Whitehouse, Lucas County, Ohio, do hereby certify that the foregoing are true and correct copies of documents as to Annexation No. 2019-1 and 2019-3 and Ordinance No. 4-2020 approving same as duly passed and approved by the Council of the Village of Whitehouse at a regular meeting in the Council Chambers of said Village on the dates indicated on each true and correct copy of said Ordinance. This certification is made this \_\_\_\_\_ day of February, 2023.

\_\_\_\_\_  
Susan M. Miller, Clerk of the Council  
of the Village of Whitehouse,  
Lucas County, Ohio

## **RESOLUTION NO. 3-2023**

### **A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, TO TRANSFER CERTAIN FUNDS FOR VILLAGE ACCOUNTING PURPOSES; FORMAL VERIFICATION OF SAID TRANSFER AND DECLARING AN EMERGENCY.**

WHEREAS, it is the recommendation of the Administrator, of the Village of Whitehouse, Lucas County, Ohio, that the Village administratively transfer certain funds between duly established accounts within the Village of Whitehouse, Lucas County, Ohio, accounting system; and

WHEREAS, this Council is desirous of implementing said transfers and hereby approving same:

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

SECTION I: That the Administrator of the Village of Whitehouse, Lucas County, Ohio, is hereby duly authorized and directed to complete and enter upon the accounting records of the Village of Whitehouse, Lucas County, Ohio, the following funds transfers:

AS ATTACHED IN EXHIBIT A HERETO.

SECTION II: It is hereby found and determined that all formal actions with respect to said accounting fund transfers were adopted pursuant to this Resolution in an open meeting of this Council, with full disclosure and approval herein, and the deliberations of this Council and any of its committees that resulted in such fund transfer action were in compliance with all legal requirements as required by Village Charter.

SECTION III: This Resolution is hereby declared to be an EMERGENCY MEASURE necessary for the immediate preservation of the public peace, health and safety of said Village and its inhabitant, and for the further reason that this Resolution is necessary to provide orderly transfer documentation as to the accounting records of the Village of Whitehouse, Lucas County, Ohio; in order that necessary funding for said accounts indicated herein can be completed.

WHEREFORE, this Resolution shall take effect and be in full force immediately upon its passage and approval.

VOTE ON EMERGENCY MEASURE: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Adopted and effective February 21, 2023 as an EMERGENCY MEASURE

\_\_\_\_\_  
Donald L. Atkinson, Mayor

ATTEST:

\_\_\_\_\_  
Susan M. Miller, Clerk of Council

**EXHIBIT A**  
**February 21, 2023**  
**Transfers**

<b>FROM</b>	<b>AMOUNT</b>	<b>TO</b>
General Fund (1000)	\$355,200.00	Life Squad (2902)
General Fund	\$2,150.00	Whitehouse Arbor (4924)
Income Tax A (2071)	\$138,437.50	Bond Retire Fund (3101)
Income Tax A	\$65,284.60	Note Retirement (3401)
Income Tax A	\$64,331.00	Fire Debt Retire (3901)
Income Tax A	\$8,190.68	Fire Debt Gear (3902)
Income Tax A	\$53,417.56	Streetscaping (4205)
Income Tax A	\$58,000.00	Ind. Pkwy/Weckerly (4917)
Income Tax A	\$100,000.00	SR64 Multiuse Trl (4941)
Water Fund (5101)	\$100,000.00	Field Ave Line Repl (4211)
Sewer Fund (5201)	\$124,000.00	OWDA (5721)
Income Tax B (2073)	\$442,898.51	General Fund (1000)

**February 21, 2023**

**02-21-23**      1.      December 31, 2022: Income Tax Collection = \$3,295,017.37  
Compared to last year = \$2,943,841.83 (11.93% increase)  
JEDD & JEDZ collections = \$3,700,760.51

## STREETS

## WATER

02-07-23

1. **Elevated Storage Study** – Contracted with Poggemeyer Design Group to evaluate water distribution needs for future elevated water storage. In progress. Completed and reviewed.
2. **Field Avenue Water Main Improvements** – Upsize existing water main from 6” to 8”. Anticipate bid to be January 2023 – Out to bid – bid opening 2-3-23.
3. **Industrial Parkway Water Main** – Renew with PVC – upsize from 8” to 10”. Anticipate bid to be January 2023. Out to bid – bid opening 2-3-23.
4. **Elevated Storage** – A new .5MG Water Tower is currently in the design engineering phase. Design engineer is Poggemeyer Design Group.

## WASTE WATER

11-01-22

1. **Sanitary Sewer Trunk Main** –Working with Jones & Henry Engineering on the installation of a sanitary sewer trunk main to be constructed to replace current force mains and sewage pumping stations which are nearing the end of their useful life and needing replaced. Wrapping up plans to submit to OEPA. Easement acquisitions underway. Awarded to Mark Shaffer’s Excavating & Trucking for \$2,486,185.00. Construction Spring 2021-Project started March 2021. Presently on hold-delay in material acquisition. Material acquired-construction has resumed. Cemetery Rd closing July 26<sup>th</sup> for 35 days. Cemetery Rd. & Wabash Cannonball Trail are open. Currently constructing final connections at Logan and Field Ave. All underground construction completed. Earth work & pavement restoration is underway. Final clean up completed. Awaiting project closeout.

## STORM SEWER

12-06-22

1. Staff working with Lucas County Engineer to move forward petition process for the maintenance of Swan Creek to include all of the Swan Creek Watershed west of I-475 in Lucas County. Petitions to be filed with Lucas County. Ditch petition hearing to begin Spring 2021. Petition Filed. First reading held 12-2-21. Approved by unanimous vote to continue with determining the need for ditch maintenance and costs. Expected to take 24 months to gather information.
2. **Decant Pad** – A decant pad will be constructed in 2023 utilizing ARPA funds. The decant pad will be constructed at the Public Work Facility and will be utilized as a dewatering area for wet material waste. Estimated \$50,000.00.

## SANITATION

02-07-23

1. Authorized renewal of 5-year contract with ARS. Established 2023 bulk dates as March 25, June 24, and September 23. The drop off dates will be January 7 & 14, 2023. January 7<sup>th</sup> Drop off – 99 vehicles filling 2-40 yd. dumpsters., January 14<sup>th</sup> Drop off – 76 vehicles partially filling 2-40 yd dumpsters.

## **MISCELLANEOUS**

- 02-07-23**      1.    **Building Permits:** 1 new homes as of 02-16-23.
- 01-17-23**      2.    **Public Works:**
- 1. Water Department
    - a. Valve Exercising
    - b. Hydrant Maintenance Programs
  - 2. Sewer Flushing
  - 3. Storm Water Inspections – Outfalls & Asst. Management
  - 4. Street- Winter operations & Tree trimming.

## **Boards and Commissions**

- A. Board of Zoning Appeals
  - 1. Pending approval of October 5, 2022 meeting minutes
- B. Charter Revision Commission
  - 1. Pending approval of March 10, 2020 meeting minutes
- C. Fire Dependency Board
  - 1. Pending approval of January 18, 2023 meeting minutes
- D. Planning Commission
  - 1. Pending approval of March 7, 2022 meeting minutes
- E. Records Commission
  - 1. Pending approval of June 7, 2022, meeting minutes
  - 2. Pending 2023 Reorganization Meeting
  - 3. Pending Review of Records Set for Destruction in 2023
  - 4. Pending Review of Records Policies
- F. Tree Commission
  - 1. Pending approval of January 26, 2023 meeting minutes
  - 2. Pending Tree Inventory

## **Council Committee of the Whole**

- A. Economic Development
  - 1. Pending Monitoring of Economic Development Plan (ongoing)
- B. Finance, Audit & Investment
- C. Franchise, Lands & Buildings
- D. Parks & Recreation
- E. Public Services Committee
- F. Personnel & Safety
- G. General
  - 1. Pending review of Council project list